

Indiana Family and Social Services Administration

Division of Mental Health and Addiction

Non-Medical Transportation Provider Certification- Agency Form

If you are applying as an agency submit the following documents:

Name of Agency: _____ Date: _____

Person completing form: _____

Email/Phone Number of person completing form: _____

All agencies must attach copy of at least one of the following:

- ☐ Certification by the Division of Mental Health and Addiction (DMHA) as a Community Mental Health Center
- ☐ Approved accreditation by a nationally recognized accrediting body: AAAHC, COA, URAC, CARF, ACAC, JCAHO, OR NCQA
- ☐ Articles of Incorporation

All provider agencies must maintain documentation that all other standards are met for the individuals providing the service, and have records available for DMHA to complete audits;

1. Copy of a valid Driver's License
2. Copy of current auto insurance card
3. The signed DMHA provider agreement assures that the individual has a safe driving record and maintained vehicle
4. Individuals who are not the custodial parent, legal guardian or foster parent must attach a copy of an Indiana State Police criminal background check
5. Individuals who are not the custodial parent, legal guardian or foster parent must attach a copy of an Indiana Department of Child Services child abuse registry screen
6. Individuals who are not the custodial parent, legal guardian, or foster parent must attach a copy of a five panel drug screen

Please submit this form and copies of required documentation to the CA-PRTF Team at DMHA. DMHA is responsible for verifying an agency meets the above qualifications initially and at renewal of license or accreditation.

*Agencies without an approved accreditation must complete the individual form and submit to DMHA for approval on all individuals that will provide the service.

Indiana Family and Social Services Administration

Division of Mental Health and Addiction

Non-Medical Transportation Provider Certification- Individual Form

Name: _____ Date: _____

All individuals must attach the following documentation:

- ☐ Copy of a valid Driver's License
- ☐ Copy of current auto insurance card
- ☐ The signed DMHA provider agreement assures that the individual has a safe driving record and maintained vehicle
- ☐ Individuals who are not the custodial parent, legal guardian or foster parent must attach a copy of an Indiana State Police and local criminal background check
- ☐ Individuals who are not the custodial parent, legal guardian or foster parent must attach a copy of an Indiana Department of Child Services child abuse registry screen
- ☐ Individuals who are not the custodial parent, legal guardian, or foster parent must attach a copy of a five panel drug screen

Please submit this form and copies of required documentation to the CA-PRTF Team at DMHA. DMHA is responsible for verifying an agency meets the above qualifications initially and at renewal of license or accreditation.